

Cat. A-3 : Training and Development Associate Services

General Guideline:

Duration of examination will be of 2 hours. Candidates should have knowledge of work flow of University system.

A job test based on following topics of two hours duration consisting of 70 marks.

- Planning and designing of a University management system.
- Knowledge of various key processes in a University system
- Knowledge of online system development
- Knowledge of working with databases like mysql, SQL Server, Oracle etc
- Web development skills
- System Design Skills
- Domain specific knowledge of specific modules of a University System.

Candidates should have the knowledge of latest technologies/tools/platforms and databases like php/python/ASP. NET/ Word Press/Bootstrap/SQL etc. They will be asked to develop program in two hour using the same.

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

SYLLABUS FOR: A-4 Training and Development Assistant Services

Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Information Technology Concepts

Overview of the Computer System, Computer Application and Organizations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

Introduction/Basics of all Operating System, UNIX and Shell Programming.

Operating System Concepts, File Systems, Process Management, File Attributes, VI Editors.

DBMS (MS-Access), Knowledge of Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS (SQL), Data Base Architecture and Modeling, Entity Relationship Model, Relational Model, Backup & Recovery.

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer Protocol, Telnet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditions and Loops Arrays, Functions.

Introduction, System Analysis, System Development Cycle, System Planning, Modular & Structured Design, System Design and Modeling, Administering File Systems

Elementary Knowledge:

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs, Computer Architecture, Basic Component Organization, Introduction & Applications of Computer Graphics, Graphics Devices, 3-D Graphics, Animation.

Written/Job Test For Empanelment of Service Consultants on Various Posts

General guidelines for:

A-2 Training and Development Executive Services

A-4 Training and Development Assistant Services

A-7 Software Engineer Services

A-8 Programming Executive Services

- (i) The standard of the paper will be that of a degree examination of a University established by law in India.
- (ii) Questions of question paper of examination will be multiple choice types in English only.
- (iii) Duration of examination will be of 2 hours having 70 questions (MCQ) based on the syllabus uploaded.
- (iv) Each question will be of one mark with no negative marking.

A-5 Network Engineer Services

A job test based on the following topics of one hour duration consisting of 70 marks.

- Planning and designing of large enterprise WAN/LAN Networks
- Understanding of TCP/IP protocol stack and operation
- Knowledge of WAN technologies and protocols like MPLS, MPLS based VPNS, BGP, OSPF, ISIS, LDP, RSVP-any three
- Knowledge of multi vendor network environment
- Knowledge of Linux administration and server management
- Knowledge of shell script
- Expertise in management firewalls

A-6 Website Developer Services

A job based on the following topics of one hour duration consisting of 70 marks.

- Knowledge of tools/technologies/platforms like HTML, CSS, jQuery, PHP, WordPress, JavaScript, Bootstrap, MySQL, AJAX, JSON, CodeIgniter Framework, Photoshop.
- Knowledge of Photoshop for designing SVG images, icons and stock images.
- Knowledge of web designing and developing.
- Knowledge of optimize applications for maximum speed.
- Ability to collaborate with back-end and front end to improve usability.
- Knowledge as a Front-end developer.
- Knowledge of SEO principles.

A-9 Informatic Assistance Service

- (i) The standard of the paper will be that of a degree examination of a University established by law in India.
- (ii) Questions of question paper of examination will be multiple choice types in English only.
- (iii) Duration of examination will be of 2 hours having 70 questions (MCQ) based on the syllabus uploaded.
- (iv) Each question will be of half mark with no negative marking.
- (v) There will be job test on computer for 35 marks.

	Test Description	Duration	Marks
(i)	Type test –English	15 minutes	10
(ii)	Type test-Hindi	15 minutes	10
(iii)	Excel exercise	15 minutes	15

A-10 Data Entry Assistance Services with IT Services

	Test Description	Duration	Marks
(i)	Type test –English	15 minutes	25
(ii)	Type test-Hindi	15 minutes	25
(iii)	Excel exercise	15 minutes	20

A-11 Hardware Maintenance Assistance Services

A job test based on following topics of one hour duration consisting of 70 marks

Assembling of a computer, installation of Operating Systems, device drivers and Application Software. Installation of Web Camera and CCTV Camera Drivers and Software, Installation of CD-DVD burning Software, Installation and Troubleshooting Different types of antivirus Software, Installation and Troubleshooting of Printer, scanner etc, Installation of Dual Operating System, All Types of Network Troubleshooting, Installation and Configure Different Antivirus Software and Admin Console, Remote Desktop, Remote Assistance, Telnet, Hyper Terminal etc.

B-6 Stenography Assistant with IT Services

Candidates will have to go through typing test in Hindi/English for 10 minutes.
Hindi Typing Speed – 30 WPM (min) and English Typing Speed – 40 WPM (min)

B-8 Clerical, Office work, Computer Operating, Accounting, Purchase and Store Assistance with IT services

	Test Description	Duration	Marks
(i)	Type test –English	15 minutes	10
(ii)	Type test-Hindi	15 minutes	10
(iii)	Excel exercise	15 minutes	15

Minimum Qualifying Marks : Candidates who obtain a minimum of 40% marks in the aggregate for the above test shall be eligible to appear for the aptitude test.

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

SYLLABUS FOR: A-8 Programming Executive Services

Attitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

INFORMATION TECHNOLOGY

Overview of the Computer System, Computer Application and Organisations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

DBMS (MS-Access), Knowledge Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS(SQL).

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer protocol, Telenet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditionals and Loops Arrays, Functions.

Elementary Knowledge

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs.

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

SYLLABUS FOR: A-9 Informatic Assistance Service

Overview of the Computer System including input-output devices, pointing devices, and scanner.

Introduction to Operating System, Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point), DBMS Software (MS-Access).

Representation of Data (Digital versus Analog, Number System – Decimal, Binary & Hexadecimal), Introduction to Data Processing, Concepts of files and its types.

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Search Services/Engines, Introduction to online & offline messaging, World Wide Web Browsers, Web publishing, Creation & maintenance of Websites, HTML Interactivity Tools, Multimedia and Graphics, Voice Mail and Video Conferencing, Introduction to e-Commerce.

Security: Protecting Computer Systems from viruses & malicious attacks, Introduction to Firewalls and its utility, Backup & Restoring data.

Algorithms for Problem Solving, Introduction to C Language, Principles and Programming Techniques, Introduction of Object Oriented Programming (OOPs) concepts, Introduction to "Integrated Development Environment" and its advantages.

Scope of Job Test

Category B: Service Consultant for Office Services

(Clerical, Office Work, Computer operating, Accounting, Purchase and store Assistant with IT Services)

Examination Scheme

A Job test consist of 35 marks shell be conducted for one hour duration. Question paper contains 35 multiple choice questions, each question carry one marks.

Syllabus

1. सामान्य ज्ञान(राजस्थान के सन्दर्भमें)

राजस्थानराज्यस्तरीय, राष्ट्रीय एवंअन्तर्राष्ट्रीय महत्व की प्रमुख समसामयिक घटनाएं एवंमुददे।वर्तमानमेंचर्चितव्यक्ति एवंस्थान।खेल एवं खेलकूदसंबंधीगतिविधिया।

2. हिन्दी(HINDI)

- संधि औरसंधि विच्छेद।
- सामासिकपदोंकीरचनाऔरसमास-विग्रह।
- उपसर्ग।
- प्रत्यय।
- पर्यायवाची।
- विपरीतार्थक(विलोम) शब्द।
- शब्द- शुद्धि : अशुद्ध शब्दोंका शुद्धीकरणऔरशब्दगतअंशुद्धिकाकारण।
- वाक्य -शुद्धि : अशुद्धवाक्योंका शुद्धीकरणऔरवाक्यगतअशुद्धिकाकारण।
- सरल, संयुक्तऔरमिश्रअंग्रेजीवाक्योंकाहिन्दीमें रूपान्तरणऔरहिन्दीवाक्योंकाअंग्रेजीमेंरूपान्तरण।

3.गणित (Mathematics)

- Ratio and proportion, percentage, profit and loss, simple and compound interest.
- Collection of data, presentation of data, graphical representation of data, measure of central tendency, mean, mode, median of ungrouped data.

4. अंग्रेजी(English)

- Tense/Sequence of Tenses
- Narration: Direct and Indirect.
- Transformation of Sentences : Assertive to Negative, Interrogative, Exclamatory and vice-versa.
- Correction of Sentences including subject, Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used.
- Synonyms.
- Antonyms.
- Forming new words by using prefixes and suffixes.
- Comprehension of a given passage.
- Knowledge of writing letters: Official, Semi Official, Circulars and Notice, Tenders.

5.कम्प्यूटर के मूलसिद्धान्त(Basic of Computer)

- Introduction to Computer & windows: Input/output Devices, Memory, PORTs, Windows Explorer, Menu, Managing File & Folder, Setup & Accessories, Formatting, Creating CD/DVD.
- Word processing & Presentation: Menu Bars, Managing Documents & Presentations, Text Formatting, Table Manipulations, slide, Animations, Page Layout, Printing.
- Spread Sheets: Excel Menu Bar, Entering Data Basic Formulae & Inbuilt Functions, Cell & Text Formatting, Navigating, Charts, Page Setup, Printing Spread Sheets for Working with Internet and E-mails: Web Browsing & searching, Downloading & Uploading, Managing and E-mail Account, E-Banking.

6. Book- Keeping and Accountancy

- Accounting process: journals and ledger leading to preparation of trial balance and preparation of final accounts with adjustments, cashbook.
- Preparation of bank reconciliation statement.

III-Auditing

- Vouching: Concepts, importance and procedures.
- Internal Control: meaning objectives. Internal check and internal audit.

Note: Total 35 questions of 35 marks

SCOPE OF JOB TEST FOR STENOGRAPHY SERVICES

CAT. B- Service Consultants for office Services

06- Stenography Assistance with IT Services

35 Marks

Hindi :

- | | | |
|------------------------------|---|--------------|
| 1- Hindi Shorthand dictation | - | 80 WPM speed |
| Dictation Period | - | 7 Minute |
| Transcription Period | - | 50 Minute |
| 2- Hindi Typing Speed | - | 30 WPM |
| Typing Period | - | 10 Minute |

English:

- | | | |
|--------------------------------|---|--------------|
| 1- English Shorthand dictation | - | 80 WPM speed |
| Dictation Period | - | 7 Minute |
| Transcription Period | - | 50 Minute |
| 2- English Typing Speed | - | 40 WPM |
| Typing Period | - | 10 Minute |

Typing Test- 35 Marks

Following will be the scope of the Job test

2. Office Executive with IT services (Contractual Compensation Category C):

1. Basic knowledge and general awareness about the Apex bodies in Higher education such as AICTE, AIU, CSIR, DST, PCI, NAAC, NCTE, RUSA, SERB, UGC, Rajasthan State Higher Education council.
2. Preliminary yet complete knowledge of online accounting, funds transfer mechanisms. UBIN creation, tender uploading and document creation.
3. Organizational set up of the university, the hierarchy and its management.
4. Terms and terminologies used in the university administration.
5. Office management process- note sheet writing, submission protocol, enclosures submission, and precise writing. Procedure to call and convene a meeting of a unit and preparation of the minutes and submission.
6. Dealing of legal cases-legal notes and proceedings.
7. Language proficiency in English and Hindi.
8. Proficiency in Ms-Word and Excel with other applications of Computer.
9. Compatibility of documents developed in Ms-Word, Ms-Excel, ability to manage and handle PDF and picture files.
10. Basic skill and tools of communication using IT tools. Circulation of agenda items. Conduction of online meetings using Zoom or Google-meet and recording of the attendance.

CATEGORY B: CONSULTANTS FOR OFFICE SERVICES

Following will be the scope of the Job test

3. Office Associate Executive with IT Services (Contractual Compensation Category D):

1. Basic knowledge and general awareness about the higher education institutes AICTE, PCI, UGC, Rajasthan State Higher Education Council.
2. The university wing of the Higher education department of the Rajasthan government and the Chancellor's secretariat.
2. Preliminary yet complete knowledge of UBIN creation, tender uploading and document creation.
3. Organizational set up of the university, the hierarchy and its management.
4. Terms and terminologies used in the university administration.
5. Office management process- note sheet writing, submission protocol, enclosures submission, and file creation, file movement.
6. Procedure to call and convene a meeting of a unit and preparation of the minutes and submission.
7. Language proficiency in English and Hindi.
8. Proficiency in Ms-Word and Excel with other applications of Computer.
9. Compatibility of documents developed in Ms-Word, Ms-Excel, ability to manage and handle PDF and picture files.
10. Basic skill and tools of communication using IT tools. Email- personal, groups and confidentiality. Meetings on Zoom or Google Meet- link generation, attendance, recording etc.

Following will be the scope of the Job test

4. Office Assistant Executive with IT Services (Contractual Compensation Category E):

1. Fundamental knowledge of the advertisement-creation, publication and processing; the general notices and tenders.
2. To conduct proceedings of a meeting such as Council of Deans, Academic Council or other equivalent body or unit constituted by the university for specific purpose.
3. Models of data collection, compilation and preparation of reports using technology.
4. Organizational set up of the university, the hierarchy and its management.
5. Terms and terminologies used in the university administration.
5. Office management process- note sheet writing, submission protocol, enclosures submission, and file creation, file movement.
6. Procedure to call and convene a meeting of a unit and preparation of the minutes and submission.
7. Language proficiency in English and Hindi.
8. Proficiency in Ms-Word and Excel with other applications of Computer, Compatibility of documents developed in Ms-Word, Ms-Excel, ability to manage and handle PDF and picture files.
9. Responses to the assembly and parliament questions.
10. Basic skill and tools of communication using IT tools. Email- personal, groups and confidentiality. Mass messaging.

Following will be the scope of the Job test

7. Public Relation and Media Advisor Assistant services (Contractual Compensation Category E):

1. General awareness about Rajasthan. Various Development schemes of the Government of Rajasthan. Salient features of the Indian Constitution, fundamental rights, and duties. Parliament and state legislative assemblies-structure and meetings. Rural development and Panchayati Raj.

2. Concept of news, value, essentials of news writing, structure of a news story, Various types of reporting-cultural, historical, scientific, political, economical, financial, secretarial, administrative, legal etc.

3. Characteristics of various media-traditional, print, electronic and news media. Role of media in public awareness.

Historical development of journalism in Rajasthan. General principles of writing for electronic media, news portal, blogs, definition and characteristics of online media. Interactive and new media.

Laws regarding media-Law of defamation. Press and Registration of Books Act. Copyright Act. Press council Act. RTI.

4. Concept of Public Relations, purpose, elements, tools and functions, publicity, propaganda, advertising. Structure and working of Public relation departments of State government. Media planning, PR in crisis management.

Organization of Press conference and tours. Press briefings, VVIP visits. preparing PR campaigns

5. Proficiency in Hindi and English language writing and communication. Translation from English to Hindi and vice versa.

C-1 JUNIOR ENGINEER (CIVIL) SERVICES

1. To read Drawing of Buildings.
2. To give layout of Buildings.
3. To make measurements of Buildings, prepare bills & maintain M.B.
4. To specify the mode of measurements of Buildings.
5. To prepare estimate of Buildings.
6. Knowledge of B.S.R.

OC-2 JUNIOR ENGINEER (Electrical) SERVICES

1. Knowledge of Switch gear, Protection devices
2. Reading of Electrical drawings.
3. To Prepare estimates for various Electrical works.
4. To make measurements of electric work in Buildings, prepare bills & maintain M.B.
5. Fault finding.

C-5 MASONRY SERVICES FOR BUILDING WORK / MAINTENANCE WORK

1. To build a corner of a wall 13.5"/12"X13.5"/12" or 13.5"X9".
2. To punch a hole in an existing wall at height above the G.L. The size of hole is to be 5"X10".
The hole should be properly finished & plaster to square corners.
3. To put plaster on wall 2'X2' which including window jumbs and corner.
4. To patch up neatly a given damaged floor.

C-6 CARPENTER SERVICES

- 1) To name all tools used in making a drawing board or a braced and battened shutter.
- 2) To make following joints:-
 - a) Mortice and Tenon.
 - b) Half lap for windows,
 - c) Tongue and groove.
- 3) Cut glass panes for a window.
- 4) Repair one broken leg of chair or table.

C7 JUNIOR MISTRY SERVICES FOR MAINTENANCE WORK

- 1) To read Drawing.
- 2) To give layout of Building/Room.
- 3) To take measurements of Building/Room.
- 4) To specify the mode of measurements of Building.

D-1 - Laboratory Service
A Science Subjects

Laboratory Assistance

Scope of Job Test

- Basic Knowledge of Microscopes, Oven, Components, UPS, Invertors, Batteries, Stabilizer, ph meter and other equipments used in UG & PG science Laboratories
- Safety measures & precautions for Laboratories.
- Basics knowledge of computers, Projectors, Internet, PC software packages.
- Operation of Multi-meter.
- Basic knowledge of Electrical line (earth, neutral, phase) . Three Pin Tops, sockets.
- Identification of Resistance, Capacitors, Inductors, Transistors, Diodes etc.
- Preparation of mixtures, staining solution and other solutions used in U.G./P.G. Science Laboratories
- Knowledge of Scientific terms used in U.G./P.G. Science Practical classes
- Ethics and Conduct of Laboratory Assistant

SCOPE OF JOB TEST**Laboratory Assistance Services****B. Geography****Maximum Marks: 70****Duration: 3 Hr**

Four questions, one from each of the following topics, as per weightage given below:

1. Scales and presentation of geomorphic and climatic data (20 marks)

Knowledge of principles and working of weather instruments, including self recording instruments: thermometer, thermograph, barometer, barograph, hygrometer, hygrograph, rain gauge, rainograph, wind vane and cup anemometer

(10 marks)

2. Surveying

(i) Objectives: Primary Division and classification of surveying: Principles of Surveying

(ii) Plane Table Survey

(iii) Prismatic Compass Survey

(10 marks)

3. Topographical Maps: Interpretation, Old and New Series (10 marks)

4. Remote Sensing : Visual interpretation of satellite images and generation of thematic map (10 marks)

Scheme of Examination: Descriptive test and Cartographic work. Due weightage will be given to job efficiency, accuracy and cartographic quality of output.

SCOPE OF JOB TEST

Laboratory Assistance Services

C. Cartographer (Geography)

Maximum Marks: 70

Duration: 3 Hr

Four questions, one from each of the following topics, as per weightage given below:

1. Construction of graphs/diagrams/ relief representation — Analog/ digital
(10 marks)
2. Map composition (Choropleth/ Isopleth/ Choroschematic/ Chorochromatic)
Analog/Digital (20 marks)
3. Import and processing of data in image processing software-SAGA/ERDAS/ENVI
(available software) (20 marks)
4. Data generation in QGIS/ ArcGIS (20 marks)

Scheme of Examination: Cartographic work – Generation of analog/digital output. Due weightage will be given to job efficiency, accuracy and cartographic quality of output.

SCOPE OF JOB TEST LABORATORY ASSISTANCE SERVICE (FOR
ARTS SUBJECT)
(VISUAL-ART SUBJECT)

पाठ्यक्रम:-

प्रयोगशाला सहायक दृश्यकला- चित्रकला, छापाचित्रण (प्रिंट मेकिंग), मूर्तिकला

भाग अ

1 विषय की मूल अवधारणा

दृश्यकला के मूलभूत तत्वों को चित्रकला, मूर्तिकला, प्रिंटमेकिंग (स्थान, रूप, आकार, आकृति, रेखा, रंग, बनावट, रंग-सामंजस्य भान, परिप्रेक्ष्य और सौन्दर्यबोध) के संदर्भ में समझना।

संयोजन के दृश्यपरक सिद्धांतों को समझना, द्विआयामी समरूप प्रिंट्स का पुनरुत्पादन तथा मूर्तिकला के संदर्भ में त्रिआयामी स्वरूप को समझना।

एशिया और यूरोप में छापाचित्रण, चित्रकला, मूर्तिकला की प्रक्रिया, तकनीक और सामग्रियों के इतिहास, आविष्कार, विकास और परिभाषा का ज्ञान। मूर्तिकला के मूलाधार और तत्व - मूर्तिकला में बिंबविधान का उद्भव एवं विकास, मूर्तिकला का वर्गीकरण, मूर्तिपरक स्वरूप बनाम संकल्पनात्मक यथार्थ। एशिया और यूरोप में छापाचित्रण (प्रिंट मेकिंग) की प्रक्रिया, तकनीक और सामग्रियों के इतिहास, आविष्कार, विकास और परिभाषा का ज्ञान।

भारतीय परिप्रेक्ष्य में सर्जनात्मक अभिव्यक्ति के माध्यम के रूप में प्रिंट मेकिंग, मूर्तिकला, चित्रकला के विकास एवं प्रक्रिया का आकलन।

2 तकनीक, माध्यम एवं प्रक्रिया (चित्रकला, छापाचित्रण, मूर्तिकला)

चित्रकला में सामग्री का अनुप्रयोग सामग्री - सतह, माध्यम और उपकरण। तैल, एक्रेलिक, भित्ति चित्र, जलरंग, पेस्टल, क्रेयॉन आदि का तकनीकी पक्ष।

छापाचित्रण तकनीकों के प्रकार का ज्ञान - काष्ठ फलक सांचा, छपाई-काष्ठ और धातु और लीनोफलक (एचिंग, ऑफसेट, ऑलियोग्राफ इत्यादि, स्टेंसिल और सेरीग्राफ, कोलोग्राफी, मोनोप्रिंट, ड्राई प्वायंट, मेजोटिंट, डिजिटल इमेजिंग, मिश्रित माध्यम इत्यादि तकनीकें)।

छापाचित्रण में प्रयुक्त भिन्न प्रकार के माध्यमों, सामग्रियों और प्रिंटिंग प्रक्रिया का ज्ञान। प्रिंटिंग होने तक सामग्री की पहचान से लेकर मुद्रण तक डिजाइनिंग करना और विभिन्न प्रकार की सतहों की तैयारी।

मूर्तियों के लिए मॉडलिंग और कास्टिंग एवं अन्य प्रक्रियाएं।

टेराकोटा (क्ले) धातु, काष्ठ एवं पत्थर आदि माध्यम में मूर्ति बनाने की प्रासंगिक विधियाँ, प्रक्रियाएं, औजार एवं उपकरण, अपक्षय से बचाने के लिए उपचार एवं परिरक्षण।

भाग ग – ब दक्षता परीक्षा (भाग – अ के अनुसार)

चित्रकला, छापाचित्रण, मूर्तिकला के सृजन कार्यों यथा माध्यम, तकनीक, प्रक्रिया का प्रायोगिक ज्ञान की दक्षता का परीक्षण।

SCHEME OF JOB TEST

Time : 3 hours

Total marks : 70

Part A (Theory)

10 questions objective / short type as per syllabus

20 marks

Part B (Practical)

Two questions – practical oriented.

- (i) Preparing print material block, ground etc.
- (ii) Prepare plate block & print.

25 marks each

Post : D1-Laboratory Asstt for Computer Lab

Scope of Job Test

- Knowledge of computer operations
- Windows OS installation
- Knowledge of PC software
- Installing/uninstalling PC software
- Installing/uninstalling applications like Python, PHP, .NET and connectivity with databases
- Database Management/Server Management,
- Installing printers and other devices
- Driver installation/update
- Troubleshooting
- Working knowledge of Microsoft Office and Internet
- Testing of LAN cables/Electric cable
- Operation of multi-meter and UPS
- Knowledge of latest IDE(integrated development environment) used for embedded system, AI and machine learning lab, DBMS, soft computing, Python etc.

MOHANLAL SUKHADIA UNIVERSITY UDAIPUR-313001

University Central Library

Syllabus for Library Assistant Services

Name of Service	Contractual Compensation Category	Job Test (70 Marks)
Library Assistant Services	I	<p style="text-align: right;">Section –A (40X1=40)</p> <p>MCQ</p> <ol style="list-style-type: none">1. Foundation of library and information science2. Knowledge organization information processing and retrieval3. Knowledge organization, classification of documents4. Knowledge organization, cataloguing of documents5. Information technology (basics) and library automation6. Management of library and information centres/ institution7. Informationsources and services8. New Technology & Trends in Library Scervice <p style="text-align: right;">Section – B (5X3=15)</p> <p>Descriptive Types: Classification of documents – practical (colon• classification and Dewey decimal classification).</p> <p style="text-align: right;">Section – C (3X5=15)</p> <p>Descriptive Types: Cataloguing of documents – practical (Classified• catalogue code and Anglo American cataloguing rules - II).</p>

Scope of job test for Category D-3 : EPABX operating services

- Knowledge of Basics functions of Telephone system (Holding, Forwarding calls), STD codes.
- Identification of types of Tones, Telephone Instruments, EPABX system, Transmitter, Receiver, UPS, Inverter, Battery, Stabilizer, cables wires, connectors etc.
- Safety measures & precautions in EPABX room.
- Basics knowledge of computer, Internet, PC software packages.
- Operation of Multi-meter.
- Basics knowledge of Normal electrical, three pin tops, sockets.
- English & Hindi speaking.
- Ethics & conduct of EPABX operator.

Scope of Job Test

Category E : Service Consultants for Guest House/ Tourism Programme Services

Examination Scheme

Job test will be conducted in two parts –

Part A – Practical / (Job Work) 40 Marks

Part B – Written / Viva Voce 30 Marks

Syllabus

Food & Beverage Service Topics (खाद्य और पेय सेवा विषय)

Cover Set Up, Types of Menu Service of Water Pre-Plated Service, Service of Soup, Table Clearance, Buffet Set Up, Indian Main Course Dishes, Breakfast Menu, and Glassware Used In Restaurant, What is Cutlery, & Crockery, Bill Settlement, KOT.

कवर सेट अप, वाटर सर्विस, प्री-प्लेटेड सर्विस, मेनू के प्रकार, सूप की सर्विस, टेबल क्लीयरेंस, बुफे सेट अप, भारतीय मैन कोर्स, नाश्ता मेनू और रेस्तरां में उपयोग किए जाने वाले ग्लासवेयर, कटलरी और क्रॉकरी, बिल सेटलमेंट, केओटी।

Food Production Topics- (खाद्य उत्पादन विषय)

Different Types of Kitchen Equipment, Vegetable Cuts, Types of Soup, Types of Stock, Types of Starters, Types of Main Course Dishes (Indian). Different Types of Dessert (Indian), Standard Recipe, Making of Menu (Starter | Soup | Main Course Dessert), Knowledge of Ingredients (Spices) used in Indian Kitchen, Knowledge of Handling Kitchen Equipment's, Breakfast Preparation, Storage of Dry cooking Items, Handling of Gas Ranges, Uniform, Hygiene & Safety in Kitchen.

रसोई के विभिन्न उपकरण के प्रकार, सब्जियों की कटाई, सूप के प्रकार, स्टॉक के प्रकार, स्टार्टर के प्रकार, मुख्य व्यंजन के प्रकार (भारतीय), विभिन्न प्रकार की मिठाई (भारतीय), मानक व्यंजन, मेनू बनाना (स्टार्टर/सूप, मेन कोर्स, मिठाई), ज्ञान भारतीय रसोई में प्रयुक्त सामग्री (मसाले) की जानकारी, रसोई के उपकरणों को संभालने का ज्ञान, नाश्ता तैयार करना, रसोई की सूखी वस्तुओं का भंडारण, गैस रेंज का संचालन, वेशभूषा, रसोई में स्वच्छता और सुरक्षा।

Front Office Topics (फ्रंट ऑफिस विषय)

Guest Welcoming Procedure, Guest Registration Procedure, Reservation Procedure, Types of Rooms, Types of Room Tariff, Types of room plans, Check in procedure, Check out Procedure, Guest Complaint Handling, Cash Handling, Various charges of GUEST House, Basic Knowledge about University Guest House (MLSU), Key Handling, Bill Settlement.

अतिथि स्वागत प्रक्रिया, अतिथि पंजीकरण प्रक्रिया, आरक्षण प्रक्रिया, कमरों के प्रकार, कक्ष शुल्क के प्रकार, कक्ष योजनाओं के प्रकार, अतिथि चेक इन प्रक्रिया, चेक आउट प्रक्रिया, अतिथि शिकायत प्रबंधन, नकद प्रबंधन, गेस्ट हाउस के विभिन्न शुल्क, विश्वविद्यालय अतिथि गृह का बुनियादी ज्ञान (मो ला सु वि, उदयपुर), चाबी (कुंजी) हैंडलिंग, बिल सेटलमेंट.

House Keeping Topics (हाउस कीपिंग विषय)

Bathroom Cleaning Procedure, Room Entering Procedure, Types-of chemicals used-in Housekeeping, types of manual Equipments, Types of Mechanical Equipment used in House Keeping, Guest Room Supplies, Amenities, Cleaning Procedure of Occupied Rooms, Cleaning Procedure of Checkout Rooms, Types of Cleaning, Removal Procedure of Floor Stain, Types of Linen, Knowledge of Pest Control, Maid's cart

बाथरूम की सफाई की प्रक्रिया, कमरे में प्रवेश की प्रक्रिया, हाउस कीपिंग में इस्तेमाल होने वाले सभी रसायनों के प्रकार, हस्तचालित उपकरण, हाउस कीपिंग में उपयोग किए जाने वाले यांत्रिक उपकरणों के प्रकार, अतिथि कक्ष आपूर्ति सुविधाएं, ओकुपाइड कमरों की सफाई प्रक्रिया, चेकआउट कक्षों की सफाई प्रक्रिया, सफाई के प्रकार, फर्श के दाग हटाने की प्रक्रिया, लिनन के प्रकार, कीट नियंत्रण का ज्ञान, मेडसकार्ट.